



*2015 MEA for Mathematics & ELA/Literacy  
School Coordinator Agreements*

### Test Security Agreement

As a School Coordinator for the Maine Educational Assessment (MEA) for Mathematics & English Language Arts (ELA)/Literacy, I agree that I and my school's Test Administrators will follow the instructions in the *Online Test Administration Manual* (Section 3.0, *Ensuring Test Security*) to provide a secure test environment (Section 3.1) and to securely handle printed materials (Section 3.2). I further agree to immediately report any potential test security incidents that occur prior to, during, or following the test administration to the District/System Administrator and the Maine Department of Education (DOE) as prescribed in Section 4.0. I understand that failure to comply with the administration and security requirements described in the *Online Test Administration Manual* may result in one or more of the following penalties:

- delay in reporting of student, school, or SAU results,
- invalidation of student, school, or SAU results, and/or
- investigation by the Department of Education for possible certification action.

### Student Data Privacy Agreement

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. No information may be disclosed during or following the test administration about individual students, including: student demographics, student test settings, student test responses, and incidents that occur during testing, except to the District/System Administrator as needed. As a School Coordinator for the MEA for Mathematics & ELA/Literacy, I agree to protect the confidentiality of student information in compliance with the Family Educational Rights and Privacy Act (FERPA) and to only access student information that is related to the scope of my work. Failure to comply could result in a DOE investigation and possible certification action.

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I understand and voluntarily accept and agree to the conditions outlined above in the Test Security Agreement and the Student Data Privacy Agreement.

Name (print or type): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_